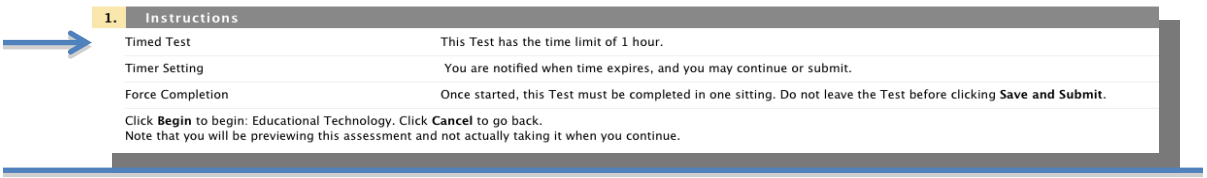
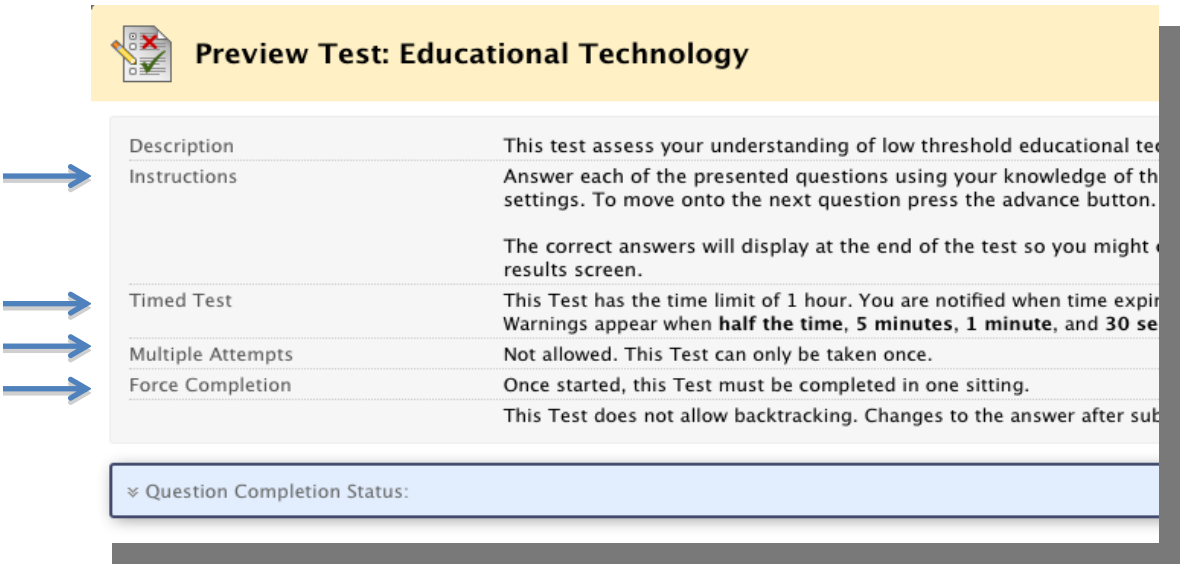
Test Taking Tips for Students

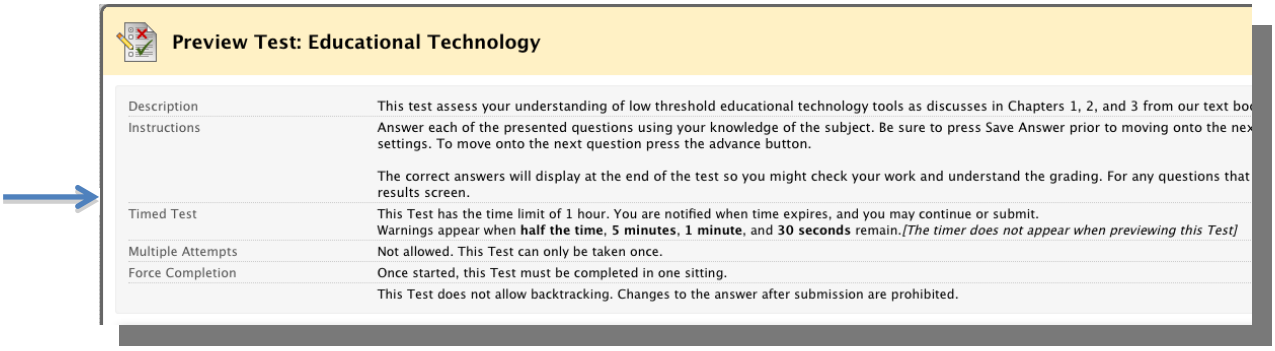
Here are some tips for successfully completing a test or quiz using the Blackboard system.

1. Read the directions and test instructions carefully so you understand how the test is setup and how students should proceed.





2. Pay close attention to the time period for the test and plan your testing period appropriately – you will not be able to complete the test once the time period expires.



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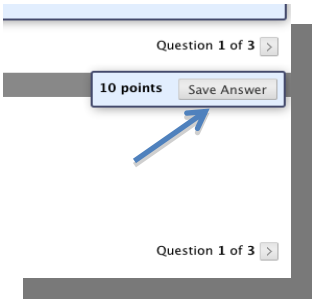
3. Click Save Answer for each question. Blackboard uses a security feature that times users out after 30 minutes of inactivity (this means clicking a button or navigating to another screen; not selecting an answer or scrolling). If you are timed out and the test is a Single Attempt only test, you will not be allowed back into the test.



4. Prepare for the test by studying, completing the assigned readings, and doing the assignments. This will eliminate any temptation to spend extra time researching answers and risk being timed out of the test.

5. Ensure your computer is using a compatible browser by checking this link: http://kb.blackboard.com/pages/viewpage.action?pageId=72810641

6. For your test, it is strongly recommend that your Internet connection be directly cabled into LAN/Ethernet Port throughout the campus or directly into your router at home.

7. Make sure you have an active Internet connection before taking the test, quiz, or exam.

8. Be patient with the test question loading. Click once to advance to the next question without clicking multiple times.

    - Clicking multiple times could skip questions or cause time-out errors with the test and you could lose points

9. Don't click off the testing screen (into another Internet Browser Screen, other application, eMail, etc) this can cause unexpected errors during testing that bar access to the questions or submission.

10. Be sure you are logged into Blackboard using your User ID and Password.

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